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## Emergency Plans

- April 2020, we issued memos regarding the continuity of Services in response to a threat environment
  - SBOA Memo – Continuity of Essential Operations
  - SBOA Memo – Coronavirus Items to Consider
- How do we move forward???



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## Continuity of Essential Operations

- Order of Succession
- Delegation of Authority
- Access to bank accounts
- Compile procedures and necessary information
- Information Technology – local system, Case management, election
- Prioritize duties and deadlines



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## Proactive, not Reactive

- Look Back
  - What have we learned
  - Correct any issues
- Take Stock
  - What worked and what didn't
  - What changes do we need to make
- Plan for future
  - Review and revise plans
  - Prioritize plan



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## Clerk of the Circuit Court Concerns

- Election Concerns
  - Finding Poll workers
  - Payroll Concerns - Virtual Session on payroll
  - Election budgets
- Court Concerns
  - Filings
  - Case management
  - Child support payments



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## Look Back

- What worked and what didn't?
- What could have worked better?
  - Designated successor
  - Remote Access
  - Appointment only
  - Staggered work force
  - Remote work



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## Take Stock

- Where are you now?
  - Is everything caught up?
  - Have you reviewed the work from the past year?
- What do you have and what do you still need?
  - Shields and PPE
  - Equipment and technology
- What procedures and policies need to be reviewed and updates?
  - Order of Succession
  - Internal controls



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## Review

- If you haven't already done so, review the work from last year.
- Financial records are up to date
- Review IT or Banking Access given to designated individuals
- Any work that was done under procedures established to address the pandemic needs to be reviewed for completeness and accuracy
  - Work done remotely
  - Staggered work force with less oversight
  - Work that was catch up when office had been closed



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## Plans

- What still needs to be done – set your plan to address those needs
- Set a priority of those needs
- Determine a cost/budget
- Set a time-line for the plan
  
- Update your Emergency plan – keep it current and relevant



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## Clerk's Record Perpetuation Fund

- IC 33-37-5-2(b) The clerk may use any money in the fund for the following purposes:
  - (1) The preservation of records
  - (2) The improvement of records keeping systems and equipment
  - (3) Case management system



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## PUTTING IT ALL TOGETHER

Unique to your office, your resources and your staff. We will assist you in brainstorming.



## QUESTIONS

